

**Syllabus for Departmental Examination of Section Officer (Direct) of
Manipur Secretariat Service.**

- Note I: Papers I, II, III, IV & V will be of Objective Type. And Paper VI & VII will be of conventional type.
- Note II: The question papers carrying 100 marks will consist of 100 multiple choice questions (Objective type) with a duration of 2(two) hours. And, the question paper (s) carrying 50 marks will consist of 50 multiple choice questions (Objective type) with a duration of 1 (one) hour.
- Note III: Paper VI & VII will carry 50 marks with a duration of 1½ hours.
- Note IV: Pass mark for all papers will be 50% of full mark.

Paper I : ACCOUNT - I(With books)

Full Marks 100

- 1.F.R. I - 127
- 2.S.R. 3 -12, 196-203.
- 3.C.S.S (Pension) Rules, 1972
- 4.C.C.S (Joining time) Rules, 1979
- 5.AIS (PAR) Rules, 2007
- 6.C.C.S. (CCA) Rules, 1965
- 7.C.C.S (Temporary Service) Rules, 1965
8. C.C.S. ConductRules,1964
- 9.L.T.C. Rules
10. CCS (Leave) Rules, 1972
11. CCS (Revised Pay) Rules, 2016

Paper II: Accounts – II (With books)

Full Marks: 100

- (a). General Financial Rules, 2005 Part-I the whole chapter 1,2,3,4,8,9 & 12 with Appendix-13, Part-II Compendium of Rules of Advances.
- (b) Treasury Rules of the Central Government Vol-I
- Part I- The whole portion
 - Part III- The whole portion
 - Part V- Section I to III
 - Part VII- Section III to V
 - Part IX- The whole portion (as per Swamy's Compilation)
- (c) General Provident Fund (Central Services) Rules, 1960) –the whole portion.
- (d) Delegation of Financial Power Rules, 1978
- (e) FR & SR Part-II Travelling allowance Rules.

Paper - 111 : General Acts and Regulations (With books)

Full Marks: 100

- (I) Prevention of Corruption Act, 1988.
- (II) RTI Act, 2005.
- (III) Manipur SC and ST (Prevention of Atrocities Act), 1989
- (IV) Manipur GST Rules, 2017
- (V) Manipur Municipalities (Amendment) Act, 1996.

- (VI) The Manipur Land Revenue and Land Reforms Act, 1960 (Central Act 33 of 1960) and Rules made there under.
- (VII) The Manipur Land Revenue and Land Reforms (Allotment of Land) Rules, 1962
- (VIII) The Right to Fair Compensation And Transparency In Land Acquisition, Rehabilitation And Resettlement Act, 2013.

Paper- IV: Service Rules (With books)

Full Marks: 100

- 1. Fundamental Rules and Supplementary Rules.
- 2. Civil Services Regulations.
- 3. Central Civil Services (Classification, Control & Appeal Rules, 1965)
- 4. Central Civil Services (Conduct) Rules, 1964
- 5. Central Civil Services (Temporary Service) Rules, 1965.
- 6. Manipur Civil Services (Pension) Rules, 1977.
- 7. Manipur Services (Extraordinary Pension) Rules, 2006.
- 8. Manipur Services (Liberalised Pension) Rules, 2000.
- 9. New Defined Pension Contribution Scheme, 2005.
- 10. Manipur Civil Services (Leave) Rules, 1979 and
- 11. Fundamental Rules & Supplementary Rules, Vol. II (Travelling Allowances Rules)

Paper- V: Manual of Office Procedure 1997 and Business of the Govt. of Manipur (Allocation) Rules, 2009 (With Books)

Full Marks: 50

Paper- VI: MANIPURI (Without Books) (Written: 30 Marks, Viva Voce: 20 Marks)

- a) Translation from Manipuri to English and vice-versa - 20 Marks
- b) Essay / Letter Writing - 10 Marks
- c) Conversation/Viva Voce - 20 Marks

Paper- VII: Hindi (Without Books) Written: 30 Marks, Viva-Voce-20 Marks)

- a) Translation from Hindi to English -and vice-versa - 20 Marks
- b) Essay/Letter Writing - 10 Marks
- c) Conversation/Viva Voce - 20 Marks

Note **Manipuri and Hindi papers are meant only for those who did not have these languages as a subject in their Matriculation Examination.**